

Go-Getter

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Attention all you Go-Getters...are your bags packed? Are your networking shoes on? Have you registered for Safety 2011, the premier event for all SH&E professionals? I hope you are ready, and if not, what are you waiting for? Come join in on the fun at ASSE's 100th anniversary celebration in Chicago, IL from June 12-15, 2011.

Having been an active ASSE member for the past ten years, it is hard to believe that ASSE is celebrating its 100th anniversary. Amazing! I am truly excited about this year's professional development conference. While attending the conference, you will have the opportunity to earn CEUs, network with other SH&E professionals and attend general and concurrent sessions. Highlights of the 100th anniversary event include a Safety Through the Ages display, a Chapter and Practice Specialty Pavilion and a gala on Monday, June 13, 2011. Do not miss out on your chance to participate in the festivities at Safety 2011. To learn more about this once-in-a-lifetime opportunity, click [here](#).

Arrive early to attend the Young Professionals in SH&E Business and Networking Event on Sunday, June 12, 2011 at 6:30 p.m. at the McCormick Place Convention Center. Drop in and network with other SH&E professionals just like yourself at our meet and greet. I personally encourage you all to attend this meeting. Members will be able to network with professionals across the generations. We will also hold drawings for prizes at this year's meeting. We hope to see you there!

More information about this year's events will follow in the coming weeks. If you have any questions, please reach out to one of the executive committee members. We will try to help you the best that we can.

Looking forward to meeting you at Safety 2011!

[Selena Schmidt](#)
Chair
Young Professionals in SH&E

YP Welcomes New Membership Development Chair

Young Professionals in SH&E welcomes its new Membership Development Chair, Ben Trabucco.

Ben's career in safety started in college where he was a management major. He quickly learned that he was not as passionate about management as he originally anticipated. Around the time his interest in management dwindled, he took his first safety class and was instantly drawn in. Ben went on to become a safety studies major and graduated with a B.S. in Safety Studies from Keene State College in New Hampshire in 2007.

His transition from New Hampshire to Florida started in 2005 when he participated in the [Walt Disney World College Program](#). This program inspired him to look for theme park-related internships and jobs around graduation time. In June 2007, he started at SeaWorld in Orlando, FL as a safety intern. By May 2008, he was promoted to safety specialist. In April 2010, he took an opportunity to work for Walt Disney Parks and Resorts in a two-year temporary assignment as the safety and health construction manager for the largest expansion in the history of the Magic Kingdom—the project is to double the size of Fantasyland. Then in September 2010, he was asked to take the role of safety and health manager for Disney's Hollywood Studios and Downtown Disney, which he currently holds.

Ben has been an ASSE member since 2008, in which time he has contributed in several different ways.

We thank Ben for stepping up to help our group expand and flourish. Volunteer support is what keeps our group going and furthers our contributions to the safety community, so any help is appreciated.

Top Traits

A recent LinkedIn poll asked 300 recruiters what the #1 trait is that employers are looking for. Here are some of the responses.

Loyalty. It is expensive to hire and train a new employee.

A strong work ethic. Employees are working longer hours due to leaner workforces.

Flexibility, especially in this economy where employees must wear several hats.

Breakthrough thinking/creativity to take a company to the next level.

The ability to build interpersonal relationships across all levels of a company and external clients/vendors. Relationships are what business is all about.

Problem-solving skills, especially in rough economic times.

A good attitude is infectious and can change the work environment and job satisfaction for an entire team.

Professionalism. No one will hire someone they do not think will positively represent the company.

Good communication skills to enhance idea-sharing and problem-solving.

Ability to thrive under pressure. What company/position is not under pressure these days?

Entrepreneurial spirit so a supervisor need not constantly supervise and administer handholding.

The ability to deliver results in an effective and efficient manner. This is something employers relate to their bottom line, and the bottom-line drives business success.

A customer-centric mentality. If you cannot focus on your customer (whoever it might be), then your business decisions will be skewed.

Leadership. New hires need to be able to step up and lead, whether it is leading peers or direct reports.

The ability to learn new skills quickly and be adaptive. This encourages constant growth and success.

Consistency. Hiring managers need to know that you can consistently deliver and fulfill your role within the company.

Reliability. If your colleagues cannot count on you, they will stop asking you questions and requesting things. Essentially, you will not be doing your job.



Graduate Spotlight Nominations

Do you know an exceptional student who deserves to be recognized for his or her contributions and efforts to the SH&E profession? Or maybe YOU are that student who deserves to be recognized. If this sounds like you or someone you know, please tell us about it. YP is accepting nominations for the "Graduate Spotlight" now through May 2, 2011. To nominate someone or yourself, follow these instructions:

1. Tell us about the nominated graduate's experience in SH&E, including education, projected graduation date, internships and how and why the nominated graduate pursued a career in the SH&E profession.
2. Be sure to include ASSE and/or community involvement.
3. Include hobbies and interests.
4. Be creative. This is your own or your friend's nomination.
5. Include a picture of the nominated graduate.

A panel of judges will review the nominations and will select the winner who will be recognized in the next issue of *Go-Getter*.

Please submit all nominations to Selena Schmidt at sdschmidtyp@gmail.com. We look forward to learning more about you!

We Need Your Smile!

To help ensure that you can be a part of Safety 2011, Young Professionals in SH&E (YP) will display a collage of YP members at our kiosk in the Pavilion (West Exhibit Hall), but we need your help. We are asking our members to help us build this collage to be displayed at Safety 2011. Send us a picture of yourself with your company logo or at an ASSE event with a brief description of the photo, including who is in the photo and where and when the picture was taken. Those submitting photos will be entered in a drawing for prizes at the YP networking meeting on Sunday, June 12, 2011.

All submissions must be received by April 30, 2011 to be used in the collage and to be entered in to the drawing. So get those cameras ready, smile and

send your pictures our way. Pictures should be sent to Selena Schmidt at sdschmidtyp@gmail.com.

7 Steps to CSP Certification

One of the most common questions by potential candidates is "What do I have to do to become a CSP?" The CSP process has several stages, each one building on the other, to create a knowledgeable safety professional.

1. Are You Eligible?

First thing potential candidates need to do is determine application eligibility. Filling out the Am I Eligible for the Certified Safety Professional Certification? Test helps assess qualifications. In addition, it is recommended for candidates to download the CSP Application Guide for more detailed information.

2. Do You Have An Accredited Degree?

There is no waiver of the academic requirement and proof of a minimum qualifying degree must be provided. For U.S. degrees, BCSP requires the educational institution hold institutional accreditation from an accreditation body with institutional accrediting authority recognized by the Council for Higher Education Accreditation (CHEA) and/or the U.S. Department of Education. Unaccredited degrees are disqualified. The degree must be awarded during the period of accreditation. More information regarding the academic requirement can be found on [The Education Standard page](#).

3. Do You Have Enough Experience?

In addition to the academic requirement, CSP candidates must have professional safety experience. Professional safety experience must meet all of the following criteria to be considered acceptable by BCSP:

1. Professional safety must be the primary function of the position. Collateral duties in safety are not considered the primary function.
2. The position's primary responsibility must be the prevention of harm to people, property and the environment, rather than responsibility for responding to harmful events.
3. Professional safety functions must be at least 50% of the position duties. BCSP defines full-time as at least 35 hours per week. Part-time safety experience is allowed instead of full-time safety



experience if the applicant has the equivalent of at least 900 hours of professional safety work during any year (75 hours per month or 18 hours per week) for which experience credit is sought.

4. The position must be at the professional level. This is determined by evaluating the degree of responsible charge and reliance of employers or clients on the person's ability to defend analytical approaches used in professional practice. This also encompasses their recommending how to control hazards through engineering and/or administrative approaches.

5. The position must have breadth of professional safety duties. This is determined by evaluating the variety of hazards about which the candidate must advise and the range of skills involved in recognizing, evaluating and controlling hazards.

Examples of skills are analysis, synthesis, design, investigating, planning, administration and communications.

Candidates may substitute advanced degrees and/or the Occupational Health and Safety Technologist (OHST) or Construction Health and Safety Technician (CHST) certifications for part of the experience requirement.

4. Send in Your Application

BCSP reviews application materials (Official Transcripts, Application Form, Experience Form and Reference Form) determining eligibility for both the Safety Fundamentals and Comprehensive Practice examinations. Unless waived, candidates must first pass the Safety Fundamentals examination and meet education/experience standards before becoming eligible for the Comprehensive Practice Exam.

BCSP uses a point system to determine eligibility for examinations. Your total points are the sum of your academic points and your experience points. A candidate must have 48 points to sit for the Safety Fundamentals examination and 96 points to sit for the Comprehensive Practice examination.

5. Purchase Your Exam(s)

Anytime during the eligibility period, candidates may register and pay for their applicable examination (Safety Fundamentals or Comprehensive Practice) by calling customer service at (217) 359-9263. BCSP notifies candidates how long they have to schedule and sit for their examination.

Candidates qualifying for the GSP designation and some candidates who have been examined through other acceptable credentialing programs, and currently hold such credentials, may be granted a waiver of the Safety Fundamentals Examination. BCSP currently accepts only the following certifications, licenses or memberships for waiver of this examination:

1. Certified Industrial Hygienist (CIH)
2. Professional Engineer (P.E.) in the U.S. state or territory
3. Chartered Engineer (CEng) from the Engineering Council (United Kingdom)
4. Certified Health Physicist (CHP)
5. Chartered Member of IOSH (CMIOSH)
6. Chartered Professional Member SIA (CPMSIA), Fellow of SIA (FSIA) or Chartered Fellow of SIA (CFSIA) from the Safety Institute of Australia.
7. Certified Occupational Health Nurse (COHN) with a Safety Management credential from the American Board for Occupational Health Nurses (ABOHN)
8. Professional Member of the Singapore Institute of Safety Officers (SISO)

Those who receive a waiver of the Safety Fundamentals examination do not receive and cannot use the ASP title.

You may purchase an examination at any time, as long as you are eligible. BCSP will notify the examination service that you are an eligible candidate and will also inform you how long you have to make an appointment and complete your examination.

6. Sit for Your Exam(s)

BCSP's examination provider, Pearson VUE, has hundreds of test centers located around the world, which are open every business day (some also have weekend and holiday hours). Examinations are delivered via computer at the test center. As soon as candidates submit their exam, unofficial results are available. BCSP sends official results within three weeks after examination dates. Candidates who fail remain eligible to purchase a new examination authorization.

7. Pay an Annual Renewal Fee and Meet Recertification Requirements

After completing all of the requirements, BCSP will award candidates who pass the Safety Fundamentals exam the temporary Associate Safety Professional (ASP) designation. The interim ASP designation is awarded on an annual basis, and those holding this designation must pay an annual



fee in order to retain the use. An annual fee also applies to those who pass the Comprehensive Practice exam and earn the CSP credential.

CSPs must remain up-to-date with changes in professional practice by compiling 25 recertification points every five years.

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ASSE: A Century of Safety



ASSE's documentary "American Society of Safety Engineers—A Century of Safety" tells the story of

work safety and tragedy through the decades. It not only tells the story of how and why we are safer at work today, but the genesis of safety in the workplace and the occupational SH&E profession. It is also part of ASSE's 100th anniversary. ASSE was founded in 1911 in New York City and now has more than 32,000 occupational SH&E professional members located worldwide committed to protecting people, property and the environment.

Narrated by Chicago-based actor Alan Wilder, the film walks the audience through tragedies and triumphs in the history of work safety. It spans several years and topics, from the horrific Mar. 25, 1911, Triangle Shirtwaist Factory fire in New York City that took the lives of 146 people unable to escape the fire due to locked doors and collapsed fire escapes, to the successful building of large projects without worker injuries or fatalities.

ASSE produced the documentary as part of its ongoing efforts to raise awareness about the importance of workplace safety and how it affects everyone in every facet of people's work and daily lives. ASSE members and non-members are featured throughout the film discussing the past and the future of occupational safety whether in the office, manufacturing plants, on the road, in the air, in the farm fields, etc. Please view the [film](#) and share it with others.

FREE Standard

[Join](#) the Ergonomics Practice Specialty by April 30, 2011 and e-mail ksonneson@asse.org your member number in order to receive a free electronic copy of "Reduction of Musculoskeletal Problems in Construction" ([ANSI/ASSE A10.40-2007](#)) (up to a \$69 value).

Future Safety Leaders Conference Recap

By Kelli Taylor

At the end of 2010, I was one of 150 members selected to attend ASSE's Future Safety Leaders Conference in Chicago, IL. I was honored, but I did not know what to expect. Upon arrival at the hotel in Chicago, I had little time to check in and register for the conference due to the packed itinerary.

The first day, we listened to a range of speakers, one of which was a motivational presentation on power by Jeb Blount. After a full day of learning, we were able to unwind, network and do some teambuilding at an ASSE-hosted pizza party. It was really nice to meet fellow members and to listen to interesting stories from international members.

The second day of the conference was even busier. We had the opportunity to personally converse with several safety professionals, representing fields, such as industrial hygiene, construction, environmental and risk management. We got to listen to stories and experiences from people who are actually doing the jobs we are learning about and training for. They let us into their worlds and were candid. We learned about salary figures, pros and cons of the different jobs, keys to success and several other important details.

We spoke with an industrial hygienist who was a 15+-year veteran. He told us about his different responsibilities—paperwork, math and analysis—and the direction the profession is taking. He told us that a large portion of industrial hygienists are contracted rather than having a full-time industrial hygienist on staff. He noted the importance of math and science within his profession and how much a strong education can help launch your career.

Beyond math and science application, he also noted how important it is to think outside the box and to be innovative. He gave the example of a time where he didn't have the proper equipment to complete a job so he learned how to retrofit his equipment.

I found out about careers I had no idea even existed. For example, we heard about a training needs analyst position for major airports. This position considers all airport operations and analyzes where training is necessary. This portion of the conference helped me rule out certain career choices and prioritize which ones to look into in more detail.



We also had the opportunity to sit down with a human resources (HR) professional and have them critique and tweak our resumes. The woman I spoke with told me exactly what she looks for when she evaluates job applicants. She mentioned the importance of an error-free, well-developed but concise resume that clearly outlines a candidate's skills and experience. She stressed that there should not be any "fluff" (unnecessary words or mention of your stint as a cashier at Burger King in high school). She even told me what things caught her eye and would give my resume an edge against all the others in a stack. She said that simple tricks like placing an outline box around the edge of your resume can be helpful in making it stick out. She also mentioned to consider spacing, symmetry and aesthetics. Getting to speak with an HR professional who has insight into how to increase your chances of getting selected by a prospective employer is a unique and invaluable experience.

We then had the opportunity to participate in mock interviews. I was asked several common interview questions and was also thrown a few curve balls. "Why should we hire you over someone who has the same credentials?" "Why do you want to work for our company?" These questions stressed the importance of knowing your own worth and what sets you apart and to do your homework on a company before going into an interview.

Before leaving, we had some more opportunities to network. It was a great last chance to relax and chat with the wonderful professionals who donated their time and expertise to help guide us along our career path and get a leg up on the competition.

This was an amazing learning experience. I encourage anyone attending school, going back to school or furthering their education to get involved with their student chapter and put their best foot forward in hopes of being chosen to attend the Future Safety Leaders Conference. We have outstanding members and leaders who are passionate about the safety field and willing to help in any way possible.

Kelli Taylor is a 27-year-old returning college student. After being a 911 dispatcher, she left college in 2004 to pursue a career in fire/emergency medical services. Taylor attended a fire academy in Texas and became an emergency medical technician (EMT) basic. She then became a full-time aircraft firefighter and a part-time EMT. After a year of firefighting, she realized she wanted to become a paramedic and work for a municipal fire

department. She then became a full-time medic and attended paramedic school. After graduation, Taylor had the opportunity to respond to Hurricane Gustav. She then decided to pursue a career in safety and training. She reenrolled at Southeastern Oklahoma State University and was elected vice president of ASSE's Southwestern Oklahoma State University student section.

Young Professionals Resources

- **Mentoring Services:** Visit the [Members Only section](#) of ASSE's website and click "Mentor Contacts," or contact [ASSE staff](#).
- **Job Search Assistance:** Visit www.nexsteps.org, ASSE's [Career Resources LinkedIn site](#) or your local [chapter site](#) to view SH&E job postings.
- **Career Resources:** Use the [Career Resource Center](#).
- **Networking:** Join our [LinkedIn](#) or [Facebook](#) groups, or view all of ASSE's [social media](#) sites.
- **Technical Advice:** Use our 24/7 online [question submission form](#) or contact the Young Professionals in SH&E's volunteer [Advisory Committee](#) with any technical questions.
- **Publication Opportunities:** We welcome [article submissions](#) (earn COCs), [topic suggestions](#), and interview requests.
- **Educational Resources:** Young Professionals [website](#); [SH&E Standards Digest](#); [Special Issues & Best of the Best Newsletter](#); [Key Issues publication](#); [interviews](#); [Business of Safety Committee \(BoSC\)](#); [Nanotechnology Support Site](#); [webinars](#).

Young Professionals in SH&E Networking Event Sponsorship Opportunity

We are currently seeking 2011-2012 sponsors to help fund the Annual Young Professionals in SH&E (YP) Networking Event on Sunday, June 12, 2011 at ASSE's Professional Development Conference (PDC), as well as special YP projects and initiatives. If you are interested in becoming a sponsor for YP, please contact Tara Falin at tara.falin@cummins.com.

Sponsor Level Detail:

Gold—\$1,000.00

- Your company name and logo on the YP webpage and LinkedIn group page at the time



sponsorship check is received through May 2012 as an official Gold-Level YP Sponsor.

- Acknowledgement of sponsorship on the welcome sign that will be posted inside the YP networking event.
- Distribution of a press release indicating your level of support of YP.
- Your company name and logo during the presentation opening of our networking event.
- Your company name and logo (business card size) included as an official YP sponsor in the YP newsletter, *Go-Getter*, for the entire 2011-2012 year.
- The opportunity to display your company's promotional materials at the YP networking event.

Silver—\$500.00

- Your company name and logo on the YP webpage as an official Silver-Level Sponsor Partner for 90 calendar days following the PDC.
- Acknowledgement of sponsorship on the welcome sign that will be posted inside the YP networking event.
- Distribution of a press release indicating your level of support of YP.
- Your company name and logo on the presentation during the opening of our networking event.

Bronze—\$100.00

- Distribution of a press release indicating your level of support of YP.
- Your name, company name and/or logo on the presentation during the opening of our networking event.

Safety 2011

Safety 2011 is the premiere professional development conference that helps professionals learn from the successes of other individuals and organizations, network with peers and earn CEUs. [Go online](#) to view all of the sessions and special events. Register by April 8, 2011 to receive the early registration rate.

Monday, June 13, 2011

[501 Social Media, Smart Phones and e-Learning for Safety and Health Professionals](#)

[504 Corporate Social Responsibility: How Can You Add Value as an SH&E Professional?](#)

[510 Human Error Elimination: Keeping Your Head in the Game](#)

[511 CSIRO Striving for Zero Harm in a Diverse Work Environment](#)

[516 Six Safety Leadership: Energizing & Sustaining Safety Momentum](#)

Tuesday, June 14, 2011

[602 The Seven Skills You Must Possess to Be Your BEST!](#)

[609 Change Anything: The New Science of Personal Success](#)

[614 Safety: The Team Approach for Effective Leaders](#)

[616 Where Are All the Leaders?](#)

[632 The Uninspiring Leader: 10 Fatal Flaws that Cripple Leaders' Effectiveness](#)

[640 Complacency, The Silent Killer](#)

[663 Project Safety-Starting and Sustaining a Strong Process](#)

Wednesday, June 15, 2011

[702 Sky High? Challenges and Opportunities For EH&S Professionals in the Next Decade](#)

[720 Bag of Tricks: Presentation Design](#)

[727 Selling Safety By Selling Yourself](#)

[747 Advancing Your Safety Career with Online Education](#)

[7010 Advancing Your Career: From Safety Manager to Business Partner](#)

Networking

View this [PowerPoint](#) to get some networking tips before attending Safety 2011.



YP Session at SPE Americas 2011 Conference

March 21–23, 2011
Westin Galleria Hotel, Houston, TX

Building a Collaborative HSSE Culture Across the Industry

What would be your approach/ideas to drive better performance and gain industry alignment in regards to health, safety, security and environment (HSSE)? Industry is often judged (by regulators, public and governments) by the lowest performers.

Is there a way to build a more consistent and collaborative culture across industry so that everyone shares the same objectives of reducing safety incidents to zero and protecting the environment? And if so, can this be done without sacrificing individual companies' competitive advantages or antitrust concerns? The topic scope includes all aspects of HSSE as well as all types of industry companies, including operators, drillers and service companies.

The session will kickoff with brief presentations from industry experts to provide background on some of the challenges associated with aligning industry HSSE performance expectations. Participants will then break out into teams to develop an approach or idea to address this challenge.

Young professionals (<35 years of age or <10 years' industry experience) and students from all HSSE disciplines are encouraged to sign up. Click [here](#) to register for the [YP session](#), conference or both.

Schedule of Events

10:15–10:30 am

Welcome & Introductions
Selena Schmidt & Laura Johnson, YP Committee Chairpersons

10:30–10:45 am

Ice Breaker

10:45–11:05 am

Industry Collaboration
Jack Toellner, Senior Technical Advisor-Safety, ExxonMobil

11:05–11:25 am

Safety/Security Industry Trends
Tom Knode, HSE Manager, Halliburton

11:25–11:45 am

Environmental Industry Trends
Judy Freeman, Principal, Green SEED Energy

11:45–12:05 am

Generations in the Workplace
Mike Thompson, Safety Manager, BP

12:05–1:00 pm

Lunch Break

1:00–1:10 pm

Instructions for Breakout Sessions

YP Committee Chairpersons

1:10–2:30 pm
Breakout Sessions

2:30–3:15 pm

Table Reports

3:15–3:30 pm

Judging and Awards

Volunteer Opportunities

Volunteer opportunities within Young Professionals in SH&E (YP) will help you sharpen your existing skills, develop new skills in a risk-free environment, expand your horizons, become more motivated and energized about safety, increase your visibility within the profession, boost self-satisfaction and demonstrate workplace and leadership skills that can be documented on your resume. Please contribute in any capacity that fits into your life and set of demands. If you are interested in volunteering please [contact YP](#).

Common Interest Group Gift of Membership

Do you have a friend, coworker, employee, vendor or fellow chapter member who is an existing ASSE member, but would benefit from the opportunities the Common Interest Groups provide? ASSE offers the ability to purchase practice specialty (\$20) and common interest group (\$10) membership as a gift, reward or employee benefit. Click [here](#) for the Gift of Membership Order Form.



Call for Safety 2012 Speaker Proposals

All submissions should be sent to PDCspeaker@asse.org by Jul. 1, 2011.

Honoraria: Individual speakers (one to two speakers per session) receive a full complimentary conference registration. Group/panel presenters receive a complimentary registration for the day on which they speak and a reduced rate for the balance of the conference. Travel, lodging and meal expenses are the speaker's responsibility.

Submissions: The subject line should read "ASSE 2012 and [Sponsoring Practice Specialty and Topic Area]." Receiving sponsorship from your practice specialty for submissions is a great membership benefit so please take advantage of it.

Presentation Description: Describe your presentation and specify expected learning outcomes for attendees. Indicate the session level. Levels are evaluated as follows:

Basic: 2 to 5 years of experience.

Intermediate: 6 to 10 years of experience.

Advanced: 10+ years of experience.

Executive: Executive level for senior management.

Maximum length is three pages.

Biographical Data & References: For each speaker, include name, address, education, current position, certifications, designations, qualifications and relevant speaking experience. List phone numbers for three references. List noteworthy publications from the past 3 years. Maximum length is three pages.

Brochure Description: Provide a brief description (less than 50 words) of the presentation for inclusion in marketing materials.

Length of Presentation: 1 or 1¼ hour (to include 15 minutes for questions).

Multiple Submissions: Two proposals maximum per speaker. Complete a separate application form for each submission.

Acceptance: Notification of acceptance will be mailed by the end of November.

Proceedings Paper: Speakers must submit a paper based on their presentation for the proceedings, which are provided to conference attendees. Details on preparing the proceedings paper are provided upon selection.

On-the-Job Safety: Fire-Proofing Your Job

By Mark D. Hansen, P.E., CSP, CPE, CPEA

No matter where you are located on your company's organizational chart, getting fired is something that can happen to anyone. You can get fired due to layoffs, mergers, acquisitions and sell-offs or as a result of downsizing. You can get fired as a result of your own actions, insubordination, fraud, misrepresentation or poor relationship with co-workers, subordinates or superiors. However, you can do several things to avoid getting fired or laid off regardless of your place in the corporate food chain.

The Early Bird Gets the Worm

Try to arrive to work before your boss and, if possible, leave after s/he leaves. Getting to work before your boss demonstrates that you are serious about and committed to your job. Arriving early may also allow you and your boss some time to discuss issues s/he would not discuss in an office full of people. Perhaps even a little bonding will develop, endearing you as a friend rather than just a contemporary. You probably will put in more than 8 hours a day, and this goes a long way in fireproofing your job.

Be Flexible

Be ready to do something outside your job description or outside your technological comfort zone. If asked to write an environmental report, research it, find some models, call colleagues and figure it out. Do not say, "That is not my job!" or "I cannot do that!" To fireproof your job and potentially move up, show that you are willing to learn a new discipline, especially if you will potentially manage that discipline.

Periodically ask whether there is anything you can do to help. Ask to do things your boss does not like to do or does not have time to do. You will learn what your boss does and can act more responsibly in his/her absence.

Also, be vigilant when your boss is stressed and needs help. Helping your boss meet a critical deadline can pay tremendous dividends in your



future raises, bonuses and promotions. This is not a guarantee, but your boss may speak well of you to others in your absence, furthering your career.

Speed It Up

When your boss gives you a task, stop what you are doing and start working on it immediately. Your boss needs to know that the tasks s/he gives take priority.

When s/he asks a question you cannot immediately answer, research it and get back to him/her within the day or first thing the next morning. Your boss must know that you are committed to your work and that you will sacrifice your own agenda to help meet deadlines. Your boss is your first customer.

Speed indicates that you are on top of your discipline and that it does not take too much time to find the answer to the question s/he is asking. Also check your answer to ensure that it is accurate and correct before sharing it with your boss.

Walk in Lockstep with Your Boss

This may not be popular, but agreement with your boss is important. Your personal views may differ from your boss's, but they need not be aired in public, even if they are of an ethical nature. Share your personal thoughts with your boss in private, but always support your boss in public.

Do not make your boss look the fool—it will only hurt you in the long run.

Put Your Boss in the Best Possible Light

Not all bosses are liked by employees and co-workers. However, your boss most likely hired you or had direct input into your hiring. Supporting and defending your boss when s/he is not present has its benefits.

First, people will understand that what they say about your boss will get back to him/her if they say it in front of you. Knowing that you are a direct conduit to your boss will force people to say less disparaging remarks about your boss in front of you.

At one location where I worked, a co-worker would come into my office and tell me how bad our boss was. After a few sessions of noncommittal responses on my part, I told my co-worker, "If you are looking for me to agree with you about how bad our boss is, you are barking up the wrong tree. This guy just hired me. If you have concerns regarding your job and your relationship with our boss, I

suggest that you approach him rather than tell me your troubles. After all, telling me will not effect any change in him."

If your co-worker's problems escalate, it may become a human resources issue. If you are called in to the human resources department to attest to past comments, you can say that you had no problem with your boss rather than having to justify what you said, which may have corroborated the disgruntled employee's comments. It is difficult to explain to the human resources department that you really did not mean what you said or that you really did not agree with your co-worker's comments. Be careful—the job you save may be your own.

Second, if you make the right decisions, it will make your boss look good. Making your boss look good always pays off. Other ways to put your boss in the best possible light is to interact well with other people. You represent your boss and your department, and when in public, you represent the company. If you represent your boss well, you can further fireproof your job.

Mind the Store in Your Boss's Absence

Before your boss leaves for an extended period, find out what items may need attention in his/her absence. Make a list of these items and check it to ensure that you are ready for anything that happens. If those items surface, address them and write a status report for your boss.

Take the initiative to solve problems in his/her absence, while also getting your own job done. If you want to be promoted, this will impress your boss's boss. If something happens that appears to be beyond your ability, check with other corporate resources, colleagues, etc. Try to take care of business so that your boss will return to a shortened to-do list.

Bloom Where You Are Planted

Many people today want their boss's job so badly that it is all they talk and think about. It can irritate your boss and his/her peers and perhaps even your own peers.

Enjoy what you do and do not focus on your next promotion. Many people are promoted because they focus on their job rather than on how to quickly advance their career. Upper management tends to promote those who are happy where they are and avoid those who want it all now. Do not worry so much about getting promoted. If you are a



performer, others will notice and will take the appropriate action.

Keep Your Cool

People who keep their cool usually make it to the top in the long run. They are unflappable and can handle emergencies as well as pressure from the media. The cool cucumber ultimately gets the kudos for making the company look like it has its act together in front of the public, other companies and the media. Those who lose their temper easily often look childish. Remember, it is not management by volume. Keep your cool even when you want to turn the volume up and your heart is racing.

Zip Your Lip

If you cannot keep a secret, do not expect to make it to the top. To make it to the top, you must be known as someone who can be told anything in confidence. If you think you impress people when you share hot inside information, you are wrong. You look untrustworthy. If your boss discovers that you are the leak, s/he may decide to sanitize what you are told or to not tell you at all, cutting you out of the loop.

At one location where I worked, I discovered a "leak" in the department. I set up a situation with the suspected employee where I told him a particular piece of information.

I clearly indicated that my communication was in confidence. Once I heard that same information rattling around in the field, I cut him off. Later, he discovered that he had not been clued in on a major departmental activity that I wanted to keep under wraps until unveiled.

He asked why he was not clued in. I told him that he had proven himself untrustworthy.

If this happens to you, you may not be privy to inside information that affects your job. Others will know more than you will, and you will have blown your opportunity to be on the inside.

Address Thorny Issues

In safety, many thorny issues and potential land mines exist. Be current on issues and technologies and be able to speak on them. Do not sidestep questions—address them head on and leave no room for rumors to creep in.

Think before you speak so that you do not misinform.

Show that you know the issues and all related areas of potential impact to safety.

Anticipate

Never expect that everything will go as planned. Have a plan A, B, C and perhaps even a plan D. This takes time and careful thought. Do not say anything to the troops that you would not mind your boss hearing. Find out what your boss's questions would be and answer them before s/he asks them. Be prepared.

Be Decisive

Safety professionals do not like decision makers who waffle. Do not be one of those people. Give the options thought and careful deliberation, but in the end, make a decision. Many people try to wait until the last possible moment to decide, then put it off because of new information.

Make the decision now but be prepared to alter your course based on additional information.

Keep Getting Smarter

Readers are leaders. To get to the top and stay at the top, keep learning every day. You must stay up-to-date on safety regulations and standards. Being known as someone who is smart on the important issues helps keep you fireproof.

Lighten Up

Everyone wants to be part of a positive activity. The converse is also true. Negative people tend to drain your energy. Be the positive person who people like to see coming because you are a joy to be around even if bearing bad news.

Be Able to Speak on Your Feet

Most safety professionals speak well on their feet; however, this is not always the case. It is important to speak on a variety of safety-related topics. This will also help when you are called to speak to the board of directors or to the company president.

Sing in the Rain

When you are handed a tough task, do not drop your head and trudge off with a bad attitude. Lighten up your attitude and attack it like you would any other safety-related task. Do not worry; be happy in all that you do.

Bend over backwards to do it well. Do not act as if it cannot be done or you do not know where to start. Showing that you can handle tasks outside your stated expertise gives you an excellent opportunity to create a positive impression to your superiors.



Conclusion

To survive acquisitions, mergers, joint ventures, downsizing, rightsizing and potentially capsizing, fireproofing your job is crucial. Keeping these things in mind can help you from getting fired in the long run by illustrating your corporate worth and by keeping your boss happy.

Mark D. Hansen, P.E., CSP, CPE, CPEA, is vice president, environmental and safety, for Range Resources Corp. in Fort Worth, TX. He is also an ASSE past president and a past vice president of the Council on Practices and Standards.

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If interested, contact [Krista Sonneson](#).

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[Silent Danger: The Five Crucial Conversations That Drive Safety Webinar](#)
April 6, 2011 11:00 AM-12:30 PM CDT

[Photography For Safety Professionals Webinar](#)
May 4, 2011 11:00 AM-12:30 PM CDT

[Safety Incentives, Rewards & Positive Reinforcement: Applications to Enrich a Work Culture Webinar](#)
May 11, 2011 11:00 AM-12:30 PM CDT



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